



Western Region Department of Workforce Services

Workshop Schedule

Workshop	Date	Time	Location
Resume Writing: Designed to help job seekers develop a complete, professional resume, a complete reference list and a cover letter and to assist them in understanding job connection resources available for creating a resume.	December 7, 2009	9:00—12:00 noon	Richfield EC
	Available on Demand	Contact EC	Manti EC
	December 3, 2009	2:30—4: 30 pm	Nephi EC
	December 2, 2009	2:30—4: 30 pm	Delta EC
	December 16, 2009	10:00—12:00 noon	Junction EC
	December 17, 2009	10:00—12:00 noon	Loa EC
Repackaging Your Skills: Designed to help job seekers identify transferable skills and effectively demonstrate those skills to employers in their job search.	December 21, 2009	9:00—12:00 noon	Richfield EC
	Available on Demand	Contact EC	Manti EC
	December 10, 2009	2:30—4: 30 pm	Nephi EC
	December 9, 2009	2:30—4: 30 pm	Delta EC
	Available on Demand	Contact EC	Junction EC
	Available on Demand	Contact EC	Loa EC
Job Search With Technology: Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes. (Basic computer skills required).	December 26, 2009	9:00—12:00 noon	Richfield EC
	Available on Demand	Contact EC	Manti EC
	December 17, 2009	2:30—4: 30 pm	Nephi EC
	December 16, 2009	2:30—4: 30 pm	Delta EC
	Available on Demand	Contact EC	Junction EC
	Available on Demand	Contact EC	Loa EC
Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. Customers must pre-register and arrive on time.	December 14, 2009	9:00—12:00 noon	Richfield EC
	December 9, 2009	10:00—1:00 pm	Manti EC
	December 24, 2009	2:30—4: 30 pm	Nephi EC
	December 23, 2009	2:30—4: 30 pm	Delta EC
	January 20, 2010	10:00—12:00 noon	Junction EC
	January 21, 2010	10:00—12:00 noon	Loa EC

All Local Employment Centers will offer C.O.P.E./Assertive Communication workshop on Demand. This dynamic workshop will help you to communicate, organize, problem solve, and enhance your self-esteem . Learn how choice, change, control and relationships impact your personal and professional life.

Call Local Employment Center for additional information

Richfield Employment Center 1-435-893-0004

Manti Employment Center 1-435-835-0734

Nephi Employment Center 1-435-627-1927

Delta Employment Center 1-435-864-3860

Junction Employment Center 1-435-577-2443

Loa Employment Center 1-435-836-2406

DECEMBER 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		